

Assignment Process in Osan

Members with follow-on

- ☐ Within 6 mos of DEROS log in to Osan homepage and click on Inprocessing-Outprocessing image
- ☐ Click on PCS order checklist and follow instructions
- ☐ Receive email from assignment counselor for specific requirements
- ☐ Scan all required paperwork for PCS order and send to Outbound org box NET 120 days from DEROS
- ☐ Within 2-3 days of receipt of required documents for PCS order, Virtual Outprocessing checklist (VoP) will be loaded (go to VMPPF under Self Service Action)

Assignment Process in Osan (cont)

- ❑ Receive port call w/in 2 weeks of receipt of required documents for PCS order
- ❑ Allow 4-6 weeks for order processing; will receive generated e-mail from AFPC
- ❑ Receive an email for final-out appointment
- ❑ Visit Inprocessing-Outprocessing homepage and click on Final out appointment for the list of final out requirements

Assignment Process in Osan

Members without follow-on

- ❑ Refer to OS Cycle Schedule (For Volunteers in the CONUS and OS)
- ❑ When assignment is loaded follow instruction for Assignment Process in Osan (w/ follow on)